

**CONNECTICUT STATE COLLEGES & UNIVERSITIES
BOARD OF REGENTS FOR HIGHER EDUCATION
JOB OPPORTUNITY
October 8, 2015**

BOR Legislative Program Manager

Open To: The Public

Location: 39 Woodland Street, Hartford, CT

Hours: Full-Time, 40 hours/week

Compensation: Manager 2 (\$73,400 – 95,400 hiring range, based on experience & training)

Closing Date: There is no closing date for this search. Applicant screening will begin immediately and will continue until the position is filled. Candidates are encouraged to submit their materials by **October 30, 2015.**

The Connecticut State College and University System (CSCU) invites candidates who have a successful background in serving as an advisor and advocate on legislative and regulatory matters related to higher education and who possess energy, insight, and engaging interpersonal abilities to apply for this challenging opportunity with the CSCU System Office.

Located in Hartford, CT at the System's central office, the incumbent functions as an advisor to the BOR President on legislative and regulatory matters and as the System's advocate and strategist before federal, state and local legislative bodies to enhance the formulation and application of laws and regulations affecting the CSCU System. He/she serves as a resource to the president and senior officers of the system institutions on legislative matters, providing guidance and consultation to them to enhance the effectiveness of their respective programs.

Supervision

The position may supervise full- and part-time professionals and clerical staff, and may direct part-time student workers.

Essential Responsibilities

Conduct research, prepare written analyses, and develop strategies to affect and influence present and proposed public policy, legislation, and regulation impacting the CSCU System.

Monitors progress of System sponsored legislation as well as other legislation that will impact the System; analyzes the impact of legislative proposals being considered by the General Assembly on the CSCU System.

Informs the BOR President and system Presidents on current state and federal policy and legislative activities and emerging issues.

Manages the intersession policy development process, assess current and upcoming legislative priorities and opportunities and provide guidance and support regarding implementation and legislative intent of proposals.

Facilitates extensive interactions with executives, administrators, legislative staff and others. In this role, the incumbent is expected to represent the system in a positive manner, maintaining a high degree of courtesy, cooperation, and respect

and to collaborate with executives and other employees to ensure legislative proposals clearly articulate the intent and desired outcomes of proposals.

Conducts effective lobbying and governmental relations efforts with federal, state and local officials and their staffs, supporting the System's interests and long term goals. Works with the Legislature to advocate for the inclusion of CSCU System priorities in various programs and budgets. Communicates with interior and exterior stakeholders to secure support for legislative initiatives.

Serves as the primary representative and manages all activities related to CSCU appearances before various official legislative hearings, meetings, and task forces.

Provide guidance and assistance to appropriate CSCU staff members with implementation of new or revised state law.

Qualifications

Demonstrated ability to analyze and interpret laws, regulations and legislation and to apply them to and determine their effect on higher education; ability to advise policy makers on the effects of regulation and legislation and to guide their policymaking efforts; ability to affect legislators and government officials in a persuasive and convincing manner to take actions favorable to the CSCU System.

The incumbent functions as a skilled negotiator, communicator and problem-solver with considerable knowledge of State and Federal statutes and regulations and must demonstrate solid independent judgment and analytical skills. Exceptional interpersonal skills with a demonstrated ability to communicate effectively both verbally and in writing in a collegial environment are required.

Personal attributes include strong leadership capabilities, integrity, and ability to effect change and motivate others.

A Bachelor's degree in public administration, political science or a related field together with a minimum of five (5) years' of professional experience in developing, coordinating, and implementing effective government relations programs required. Experience working with the Connecticut State legislative body as well as serving in a professional administrative capacity within higher education preferred.

These qualifications may be waived for individuals with appropriate alternative experience.

Application Procedure

Applications must be submitted electronically to jobs@ct.edu and candidates are encouraged to submit their materials by October 30, 2015. Please reference "Search #15-032" on the subject line of all emails. Please submit the following two (2) attachments with your email:

(1) BOR Employment Application (available at: <http://www.ct.edu/hr/employment>) **AND**

(2) Cover letter, resume, and contact information for three professional references in a single Word or PDF file.

Incomplete or late application packages received after the deadline may be discarded.

Refer to www.ct.edu for more information about the CSCU and our 17 institutions.

Notice of Nondiscrimination:

The CSCU System Office does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of intellectual disability, learning disability or physical disability, veteran status, sexual orientation, transgender status, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Laurie Dunn, Director of Employee & Labor Relations, 61 Woodland Street, Hartford, CT 06105, (860)723-0253 or by email at dunnl@ct.edu.

The CSCU System Office is an Affirmative Action/Equal Opportunity Employer and strongly encourages the applications of women, minorities, persons with disabilities, and veterans.